

Select Board Budget Meeting Minutes
February 11, 2020

Select Board (SB) Members: Jared Cadwell (Jared), Chuck Martel (Chuck) and Michael Jordan (Mike)

Select Board Assistant: Patti Lewis (Patti)

Minutes Recorder: JB Weir (JB)

Guests: Doug Berlan (MRV TV); Rick Rayfield (Rick); Stuart Hallstrom (Stuart)

1. Minutes: Chuck made a motion to approve Selectboard (SB) minutes of January 17, 2020, January 28, 2020, and January 30, 2020. Mike seconded, no further discussion, all in favor, motion carried.

2. Rick Rayfield re: Review Town Meeting Warning: Rick had no issue with the wording of the articles. Discussion was had as to the parameters of Article 23 ("To transact any business which may properly come before the meeting") and what topics would need to be voted upon before discussion ensued. Rick has learned that Roberts Rules allows the amount authorized in Article 17 to be increased from the floor so long as that increase is within approximately 10% of the total expenditure delineated in the warning. Chuck noted that there is one issue already concerning an unpaid bill of \$14,914.58 for the recent-ADA renovations. The SB believed that there was \$13,167.29 remaining in the Municipal Building Reserve Fund after all the renovation bills were paid, but one invoice had not been received. That invoice being paid this date leaves a negative balance in the Municipal Building Maintenance Reserve Fund. The issue is that Article 18 proposes to move \$10,000 from the Municipal Building Maintenance Reserve Fund to the Fire Equipment Reserve Fund in order to cover a portion of the requested increase in funding by the Waitsfield/Fayston Fire Department for purchase of a new truck. The deficiency can be made up by adding \$10,000 to the budget in Article 17. Discussion was had as to how best to proceed, and whether sequence of Articles 17 and 18 should be changed. The SB decided it would be best to keep the sequencing as is and amend Article 17 to add an additional \$10,000 to the budget request. Article 18 would then be passed over. The SB added it would make the motion at the meeting, clarify to the voters what had happened, and then specify that the additional \$10,000 in Article 17 is purposed for the Fire Equipment Reserve Fund in order for the fire department to purchase a new truck.

3. North Fayston Paving Grant Application: JB provided the SB with a rundown of the VTrans FY21 Town Highway Class 2 Roadway Grant. The intent is to use this as funding toward the repaving of North Fayston Road. The application is due by April 17, 2020. The maximum award is \$175,000. The match for the Town is 20% in cash and completion of the work must be no later than the end of the State fiscal year following the grant. JB noted that the SB and Stuart must decide which of the three options provided by ST Paving at the last meeting is the way they wish to go. Stuart believes the reclaiming option is the best one. The quote from ST Paving for a total reclaim of the road was about \$334,000, with an additional \$135,000 - \$140,000 a couple years thereafter in order to top coat the road. In addition, some of the 21 culverts along the paved portion of North Fayston Road will need replacement. The Road Retreatment Fund has \$151,000 in it now, with an additional \$80,000 budgeted for 2020, leaving \$231,000 in the fund

to cover the costs over the grant. Stuart noted that, given the expense of the reclamation, the project should be put out to bid. Chuck moved to submit an application for the VTrans Town Highway Class 2 Roadway grant for a total reclaim of the North Fayston Road. Mike seconded, no further discussion, all in favor, motion carried.

4. Structures Grant Application: JB said that the results of the hydraulic study done by Tyler Billingsley for the Chase Brook culvert had come in. Tyler offered a few options that the Town could pursue. Tyler believes it best to apply for the VTrans Town Highway Structures Grant for funding, and then seek funding through the Hazard Mitigation Grant Program. JB noted that the grant application is due April 17, 2020. The maximum award is \$175,000. The Town match is 10% in cash. Engineering and design are eligible costs. The Town would need to seek bids from at least three vendors since the work would not be done by the Town. Stuart has reviewed Tyler's proffered options and believes an open-bottom metal arch with dimensions of 20' x 8' would be the best affordable option. Stuart and JB need to find cost estimates for this option that can be submitted to the State in the application. Chuck moved to submit an application for the VTrans Town Highway Structures grant to replace and upsize the Chase Brook culvert at the entrance of the school. Mike seconded, no further discussion, all in favor, motion carried.
5. East Engineering/Tyler Billingsley Contract: The SB had already approved Tyler doing a hydraulic study for the Chase Brook culvert at the entrance of the school. The contract arrived subsequent to the study being completed. Jared signed the contract.
6. Review Job Descriptions: The SB intends to revise and update the job descriptions for JB, the road crew and the lister/assessor. This was tabled until the March 24, 2020 SB meeting.
7. Complete Streets Compliance Form: Patti and Stuart reviewed the form today. It merely certifies that work done on Bragg Hill Road in 2019 had no need or opportunity for sidewalks or bike paths.
8. Road Foreman Update: Stuart provided an update on the trucks. The 2009 International dump truck has been fixed. The price of the fix is not known, although Stuart estimates it will be somewhere around \$10,000. This truck is the oldest and is being fixed up for trade-in. The new truck was finished on January 6, 2020 but its delivery is delayed and it remains at the manufacturer.
9. Begin Review of Employee Handbook: This was tabled until the March 24, 2020 SB meeting.
10. Liquor Licenses: There were none.
11. Excess Weight Permits signed for Allen Lumber Company, Inc., Spence Excavating & Construction, Inc., Barrett Trucking Co., Inc., and Kingsbury Companies, LLC.
12. Other Business:

Jared signed the 2020 Boundary and Annexation Survey Annual Response Form.

6:08 p.m. Chuck made a motion to adjourn the SB meeting. Mike seconded, no further discussion, all in favor, motion approved.

The next SB meeting is **February 25, 2020 at 5:00 p.m.** at the Robert Vasseur Municipal Building.

Respectfully submitted,

J.B. Weir

Approved: Jared Cadwell